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This Newsletter is published quarterly by the Division of Court Services as an informational and educational service to state judicial personnel.

Readers are encouraged to offer comments and article ideas by contacting the Court Services Division at (573)751-4377, by fax at (573)751-5540, by E-mail at osca_newsletter@osca.state.mo.us or by writing to:

*Office of State Courts Administrator
Attn: Court Services
2112 Industrial Drive
P.O. Box 104480
Jefferson City, Missouri 65110*

Stephen N. Limbaugh, Jr., Chief Justice

Michael Buenger, State Courts Administrator

Electronic Transfer of Adult Abuse/Stalking Ex Parte Orders of Protection to MULES a Reality for JIS Courts

The electronic transfer of Adult Abuse/Stalking Ex Parte Orders of Protection from the Justice Information System (JIS) (formerly Banner) to the Missouri Uniform Law Enforcement System (MULES) was developed from a Violence Against Women Act grant. The project, known as the Adult Protection Order (APO) project, was developed and deployed in cooperation with the Missouri Coalition Against Domestic Violence, the Missouri State Highway Patrol and the Office of State Courts Administrator.

By automating the transfer of information from JIS to MULES, law enforcement receive information directly from JIS and the information is more readily available for MULES queries. Orders electronically entered into MULES provide law enforcement officers throughout the state of Missouri immediate access, whether or not they are verified. The access to instant information regarding ex parte protection orders provide officers with the information they need to better assist victims and law enforcement officer safety.

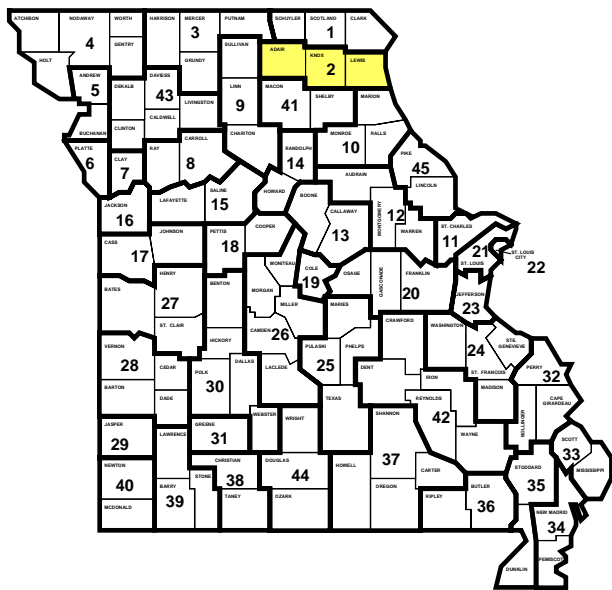
As soon as the court order is transferred and automatically entered into MULES, the record prints on the law enforcement agency's master MULES printer. The law enforcement agency responsible for entering these records verifies the information, with only a few keystrokes as opposed to manually entering all of the data. Once verified, the information is sent through the regular channels to the National Crime Information Center (NCIC) for access by all other states. Currently, the project is limited in scope to only issuance of original Adult Abuse/Stalking Ex Parte Orders of Protection. Orders that are dismissed, modified, terminated, withdrawn, extended or become full orders cannot be updated electronically.

Cole, Boone and Callaway Counties, served as the statewide pilot sites for the project under JIS 3.0. At the completion of the pilot, Cole County had processed 75 orders electronically, Boone County had processed 128, and Callaway County had processed 26, for a total of 229 ex parte protection orders that had been transferred electronically.

Debbie Cheshire, Cole County Circuit Clerk said, "My staff and I were anxious to assist in this pilot program to better equip our law enforcement officers with the reliable information they need regarding domestic violence and stalking cases to better protect the public."

This article is continued on page 3.

Circuit 2 Profile



Geographic area:

Adair County – 567 square miles

Knox County – 507 square miles

Lewis County – 508 square miles

Population:

Adair County – 24,977

Knox County – 4,361

Lewis County – 10,494

Demographics:

Adair County – Age: 0-19 = 28.4%; 20-44 = 41%;

45-59 = 15%; 60-74 = 9.2%; 75+ = 6.5%

Knox County – Age: 0-19 = 27.3%; 20-44 = 27.6%;

45-59 = 18.6%; 60-74 = 16.10%; 75+ = 10.4%

Lewis County – Age: 0-19 = 29.2%; 20-44 =

33.3%; 45-59 = 16.8%; 60-74 = 12.3%; 75+ = 8.5%

Presiding Judge: Russell E. Steele

Associate Judges:

Adair County – Joyce Otten

Knox County – Garry D. Lewis

Lewis County – Fred Westhoff

Circuit Clerk:

Adair County – Linda Decker

Knox County – Jim Gibbons

Lewis County – William Smith II

Juvenile Officer

Michael T. Waddle

Number of Staff: 66

Clerical Staff – 17

Juvenile Staff – 49

Caseload: Total filings in FY01

Adair County – 4251

Knox County – 1097

Lewis County – 1964

Named After:

Adair County – General John Adair, governor of Kentucky

Knox County – Henry Knox, Revolutionary War general

Lewis County – Captain Meriwether Lewis, governor of the Missouri Territory

Of Interest:

Adair County – After the courthouse burned down in 1865, the area was used for a park for over 30 years before a new courthouse was erected.

Knox County – During the 19th century, Knox County had only one courthouse. It was destroyed in a fire on Christmas Eve 1885.

Lewis County – Although it covers a large geographical area, and has a population of over 10,000, Monticello, the county seat, is perhaps the smallest county seat in the state with a population of 126 inhabitants.

Presiding Judge Comments:

The 2nd Circuit is a rural, agricultural circuit that stretches from the banks of the Mississippi River, covering the rich farmland of Lewis and Knox Counties, to the rolling woodlands of Thousand Hills State Park west of Kirksville.

Presiding Judge Comments are continued on page 8.

Did you know....??

All 200 pages of the Fiscal Year 2001 Annual Report Supplement is available in an Adobe format on the OSCA website. This information is useful for those writing grants or when the media requests data or statistics. The report contains detailed filing and disposition information by circuit, county, case type, manner of disposition as well as time standard information. To access the report:

- ♦ Go to www.osca.state.mo.us.
- ♦ Click on "Office of State Courts Administrator."
- ♦ Scroll down the page.
- ♦ Click on the blue box in the lower right hand corner labeled "Publications."
- ♦ Click on "2001 Annual Report - Circuit Profiles" to find summary filing, disposed and pending caseload statistics for every circuit and county. Or, click on "2001 Annual Report" to access detailed information.

To receive a paper copy please contact Tina Stokes, Statistics Section Secretary, at 573-751-4377 or Christina_Stokes@osca.state.mo.us.

Electronic Transfer of Adult Abuse/Stalking Ex Parte Orders of Protection to MULES a Reality for JIS Courts (continued from page 1)

The 4.1 JIS Upgrade was piloted on August 6, 2002, in Carter, Howell, Oregon and Shannon Counties, through the cooperative efforts of the circuit clerks, division clerks, sheriff's departments, Highway Patrol Troop G, OSCA staff and the Missouri State Highway Patrol MULES staff.

All JIS courts will begin using the electronic transfer system with the upgrade to JIS 4.1. JIS Circuit Clerks will be contacted via email approximately three to four weeks prior to when they are scheduled to receive the JIS 4.1 Upgrade with the specific information regarding implementing the project. The project is one of the many ancillary advantages of the statewide automation of courts project funded by a case filing fee and the Missouri State Legislature.

If you should have questions regarding the project, contact the OSCA Help Desk at (888) 541-4894 or via Lotus Notes.

Resources of Experienced Professional Staff (REPS)



The Resources of Experienced Professional Staff (REPS) program allows courts to hire former employees on a temporary basis at an hourly rate equivalent to the pay step and range occupied when the employee resigned or retired. Courts that have participated in the program have been very appreciative of the assistance provided by individuals who are familiar with the court system and require little or no training.

Last fiscal year, 32 of 49 persons who had applied to participate in the program accepted work assignments. REPS participants were approved for approximately 9,800 hours of temporary employment. Of the total hours assigned, 37% were for assistance during JIS implementation; 22% were for extended sick leave coverage; 15% were for a vacancy due to turnover in an existing position; 12% were for special projects; 10% were for vacation and sick leave coverage in small offices; and 4% were for replacement of an employee on leave without pay.

Courts that qualify for temporary assistance and are interested in employing a REPS participant are encouraged to submit an application. The form is available in the Missouri Courts Information Center (MCIC) database.

If you are interested in participating as a REPS employee or know a former employee who may be interested in the program, please refer to the MCIC database for a description of the program and a copy of the application form.

If you have questions, please contact Linda Hope, Evaluation Specialist at (573) 751-4377 or Linda_Hope@osca.state.mo.us.

Completion of the 2002 Clerical Weighted Work Load Study

On May 31, the Circuit Court Budget Committee approved the clerical weighted workload study recommended by the Clerical Weighted Workload Steering Committee. Much thanks to the Steering Committee for their hard work. The Committee is comprised of circuit and associate judges, court administrators and circuit and associate clerks from courts of different structures and sizes. The Honorable Steve Ohmer and the Honorable Pat Joyce are chair and vice-chair of the Committee, respectively. Other Committee members are Judges Jon Cunningham, Larry Harman, John Moody and Stephen Willcox; Court Administrators Paul Fox and Jaci Mairs; Circuit Clerks Michael Carr, Sandy Dowd, Susan Johnston, and Cheryl Whitmarsh; and Associate Clerks Therese Unverferth, Mary Long, and Anna Richerson.

This workload model was based on input from appointing authorities and court staff. The Steering Committee received input by several methods throughout the development of the model:

- ♦ By email - An email was sent to all appointing authorities in October 2001 requesting their input for the study design.
- ♦ By court visits - Dr. Gottlieb, court consultant, and Pierrette Bentivegna, OSCA Research and Planning Coordinator, visited seven counties to collect additional information to design the time study during October 2001.
- ♦ By email - An email was sent in December 2001 to all appointing authorities requesting information about clerical activities and case processing.
- ♦ By Public Input and Comment - An invitation was sent to all appointing authorities on May 3, 2002 asking them to review the proposed model and revised weights. Their input and comment was also requested for a Public Input Hearing held on May 16, 2002.

An extensive time survey was completed in 19 counties for a one month period. Special thanks from all of us to those counties that completed the survey: Barton, Boone, Callaway, Carter, Cooper, Dade, Dent, Jackson, Mercer, Mississippi, Montgomery, Platte, Putnam, Reynolds, St. Charles, St. Francois, Shannon, Stoddard, and Vernon.

- ♦ Overall, 660 people completed a time study form, resulting in nearly 100% staff participation in the 19 counties.
- ♦ The time sheet was broken down into 15-minute intervals.
- ♦ The staff recorded the activity they were doing during that time period (case processing, courtroom activities, financial processing, customer service, etc.) and, if applicable, the type of case they worked on (e.g. circuit felony, adoptions, associate civil, etc).
- ♦ More than 300 million minutes were recorded.
- ♦ Approximately 75% of these minutes were directly related to case-associated activities
- ♦ 25% of the time was attributed to non-case associated activities that are responsibilities for clerk offices (e.g. customer service, financial processing, personnel supervision, running reports, preparing budgets).

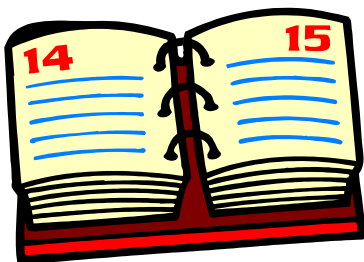
The revised model takes into account several items that were either not counted or were not clearly described in previous model in determining the number of clerks needed for each county.

- ♦ Additional case types have been specifically identified in the model rather than grouped in other categories: administrative orders, mechanics' liens, and transcripts of judgments.
- ♦ Revision of Case Categories: Juvenile, domestic relations, circuit civil and probate case types and natures of action were grouped differently than in previous studies, for instance protection orders now have their own weight to reflect the large amount of time spent with the petitioner.
- ♦ The model also provides for 13 state holidays, 15 days of annual leave, 8 days of sick leave and 4 days of training and development per full time employee.
- ♦ Courts were also given credit for daily travel to the post office, bank and off-site storage facility and for jury management duties.

The work of the Steering Committee is not completed. The CCBC asked the Steering Committee to conduct additional research on how other states calculate the weighted workload for metropolitan counties and to develop a separate weight for complex cases.

The CCBC is especially concerned with undercounting and overcounting of particular case types. For all juvenile case types except adoption, each child should be counted as a separate case

This article is continued on page 8.



Deployment Schedule Change

Beginning June 2002, the weekly automation deployment schedule for changes to the Justice Information System (JIS), Juror Management System (JMS), J-TRAC, Judgment Index System (JIX), OSCA Reports and Cognos changed to a **monthly** deployment schedule.

The last weekly deployment occurred June 2002. The initial monthly deployment began July 2002. Users will be notified on a monthly basis of subsequent monthly deployments.

We hope this new schedule will reduce the amount of e-mail received and provide the opportunity to thoroughly review and utilize any system improvements prior to additional deployments. In addition, training materials will be consistent with deployment information.

If you have any questions or concerns, please send an e-mail to Sherri Paschal at Sherri_Paschal@osca.state.mo.us.

Fine Collection Center Update

On July 1, 2002, the Missouri Supreme Court issued an order directing the Fine Collection Center (FCC) Committee to oversee FCC operations. Under this order, the Court will now appoint the FCC Director after receiving recommendations from the Committee. The Court's order clarifies the status of FCC as part of the Missouri Circuit Court system. FCC is no longer a branch of the Office of State Courts Administrator (OSCA), but will continue to be located on the lower floor of the OSCA administration building in Jefferson City. FCC will continue to receive logistical support from OSCA.

Judge Jodie Capshaw Asel is no longer a member of the FCC Committee. She stepped down after three years of service. Her efforts in helping get the FCC program up and going are sincerely appreciated. The Supreme Court has appointed Judge Terry Cundiff of St. Charles County to

replace Judge Asel. The Court had previously appointed Judge Glen Dietrich of Nodaway County to the committee to replace Judge Glen Norton.

The current members of the FCC Committee are:

Judge Roy Richter, Montgomery County,
Committee Chair
Judge Stephen Angle, Johnson County
Judge Terry Cundiff, St. Charles County
Judge Michael Bullerdieck, Perry County
Judge Charles Curless, Barton County
Judge Keith Marquart, Buchanan County
Judge Scott Sifferman, Lawrence County
Judge Glen Dietrich, Nodaway County

The Fine Collection Center has 56 member counties. The newest members are Gasconade County that joined on March 1, 2002, Atchison and Newton Counties that joined on June 1, 2002 and McDonald County that joined on July 1, 2002. FCC has the capacity to add additional counties. Several counties are currently considering membership.

FCC is currently testing the electronic transfer of ticket data directly from the Missouri State Highway Patrol's database. This new capability looks very promising, and when testing is complete, FCC will be able to eliminate much of the time currently necessary to manually enter incoming Patrol tickets. This should enhance the accuracy of ticket information and increase FCC's overall case processing efficiency.

As of June 30, 2002, FCC had collected \$15.6 million for its member counties since beginning operation on July 1, 1999. If you have any questions regarding the FCC program or how to become a member of FCC, contact Jack Morgan, Director, at (573) 522-2004, toll free at (877) 866-3926 or by e-mail at Jack_H_Morgan@osca.state.mo.us.

Reminder



Do you know how to easily search documents within the Missouri Courts Information Center (MCIC)? All you need to do is go to **View** on the pull down menu. Then click on **Search Bar**. Now you can effortlessly search for any text within the MCIC database. All documents matching your criteria will be listed.

Appointments

Appellate Court Education Committee

Judges Paul Spinden, Western District Court of Appeals, and **Mary Hoff**, Eastern District Court of Appeals, were reappointed members for a term ending on June 30, 2005.

Centralized Fine Collection Bureau Committee

Pursuant to Section 476.385 RSMo, the committee is appointed to oversee the operations of the Fine Collection Center and to establish and maintain a schedule of fines to be paid. **Judge Roy Richter**, 12th Circuit, is appointed member and chair. **Judges Stephen Angle**, 17th Circuit, **Terry Cundiff**, 11th Circuit, **Michael Bullerdieck**, 32nd Circuit, **Charles Curless**, 28th Circuit, **Keith Marquart**, 5th Circuit, **Scott Sifferman**, 39th Circuit, and **Glen Dietrich**, 4th Circuit, are appointed members.

Commission on Alternative Dispute Resolution in Domestic Relations Cases

Judge Ronald Holliger, Western District Court of Appeals, was reappointed member and chair for a term ending on June 30, 2005. **Family Court Commissioner Sara Miller**, 13th Circuit, and **Judge Timothy Patterson**, 23rd Circuit, were reappointed members for a term ending on June 30, 2005.

Commission on Judicial Resources

Senior Judge Frank Connett, St. Joseph, and **Municipal Judge Kenneth Rothman**, 21st Circuit, were reappointed members for a term ending on June 30, 2004.

Coordinating Commission for Judicial Department Education

Judge Joseph Dandurand, 17th Circuit, **Judge Melvyn Weisman**, 21st Circuit, **Stan Smith**, Chief Juvenile Officer, 37th Circuit, and **Joanne Martin**, Court Reporter, 22nd Circuit, were reappointed members for a term ending on June 30, 2005.

Court Automation Committee

Cheryl Whitmarsh, Circuit Clerk, Boone County, was appointed member for a term ending June 30, 2003.

Judge Clifford Ahrens, Eastern District Court of Appeals, was appointed chair for a term ending on July 31, 2003.

Court Clerk Education Committee

Cheryl Whitmarsh, Circuit Clerk, Boone County, was reappointed member and chair for a term ending on June 30, 2004. **Glenda Gill**, Criminal and Traffic Department Manager, St. Louis County, was reappointed member for a term ending on June 30, 2004. **Elaine Baldwin**, Associate Clerk, Webster County, **Marsha Holiman**, Circuit Clerk, New Madrid County, **Mary Lindsey**, Probate/Associate Civil Clerk, Lewis County, and **Joyce Peek**, Court Clerk, Andrew County, were reappointed members for a term ending on June 30, 2005.

Appointments continued...

Court Reporter Education Committee

Richard Lamb, Court Reporter, 38th Circuit, was appointed member for a term ending on June 30, 2005.

Dorothy Jean Brown, Court Reporter, 27th Circuit, **Mary Conway**, Court Reporter, 5th Circuit, and **Nancy Fox**, Court Reporter, 16th Circuit, were reappointed members for a term ending on June 30, 2005.

Judicial Finance Commission

Judge Robert Clayton II, 10th Circuit, was appointed a member and vice-chair for a term ending on July 2, 2005.

Juvenile Division Education Committee

Stan Smith, Chief Juvenile Officer, 37th Circuit, was reappointed member and chair for a term ending on June 30, 2005. **Betty Conyers Patton**, Chief Juvenile Officer, 22nd Circuit, **Mark Millsap**, Probation Supervisor, Green County, and **Jennifer Thompson**, Community Outreach and Development Coordinator, Jackson County, were reappointed members for a term ending on June 30, 2005.

Municipal Judge Education Committee

Judge James Sullivan, St. Louis, was reappointed member for a term ending on December 31, 2004.

Supreme Court Civil Rules Committee

Judge Mary Russell, Eastern District Court of Appeals, was reappointed member for a term ending on June 30, 2005. **Judge Donald Barnes**, 18th Circuit, was appointed a member until his term as circuit judge expires.

Trial Judge Education Committee

Judges Jodie Asel, 13th Circuit, **Brenda Stith Loftin**, 21st Circuit, **Peggy Stevens McGraw**, 16th Circuit, **Stephen Mitchell**, 35th Circuit, and **Gary Wallace**, 41st Circuit were reappointed members for a term ending on June 30, 2005.

Bail Bond Agents and Judgment Listing Available

An updated listing of licensed bail bond agents and unsatisfied judgments is available to court staff through Lotus Notes. The list of licensed agents is updated monthly from information provided by the Missouri Department of Insurance. The judgment list is updated daily or as judgments are received from the courts.

You can access these lists by going to the Missouri Courts Info Center (MCIC), Court Services option. If you would like further information please contact Theresa Frommel at Theresa_Frommel@osca.state.mo.us or by phone at (573) 526-8842.

Sound Recording

The Circuit Court Budget Committee has again authorized funding to purchase, install and train court staff on digital sound recording systems in a limited number of sites. Funding made available last fiscal year was sufficient to implement the digital technology in 34 courtrooms in 20 counties and the City of St Louis. Initial estimates are that funding will allow implementation of the technology in nine sites this fiscal year. As in the past, volume of transcript requests will be the primary factor in determining where these systems will be placed. Eligible courts will be contacted to determine their interest in receiving and learning how to use the new recording equipment.



The Circuit Court Budget Committee has also authorized funding to assist offices that may not be eligible to receive one of the digital systems. These funds will pay for a technician to test and repair existing sound recording equipment. Some replacement of older systems that are too costly to repair may also be possible. A plan for how these funds will be allocated is under development.

If you have questions, please contact Linda Hope, Evaluation Specialist, (573) 751-4377 or Linda_Hope@osca.state.mo.us.

Circuit Profile Presiding Judge Comments

(continued from page 2)

It is the home of two colleges, Truman State University in Kirksville, and Culver-Stockton College in Canton. Kirksville is also the home of the Kirksville College of Osteopathic Medicine, the founding osteopathic institution. These institutions of higher learning, along with the nearby Premium Standard Foods plant that has attracted a large influx of Hispanic laborers, provides a diversity of culture that is unique for such a small, rural circuit. This diversity creates some special challenges for our court system.

This Circuit is also the home of the Bruce Normile Juvenile Justice Center, an innovative regional juvenile center that includes a detention unit as well as a separate assessment unit where juveniles receive short-term residential services to facilitate their permanency placement. This Circuit is one of two original pilot sites for the Court Improvement Project, an innovative court management system designed to shorten out-of-home placements and expedite permanency for abused and neglected children.

To help address the epidemic of drug abuse that is rampant throughout the region, Adair County is currently in the planning stages of an adult drug court, which should become operational in January 2003, for which state grant funding has just been confirmed. It is also planning a juvenile drug court to treat the youthful offenders, which should begin operating in January 2004.

Clerical Weighted Work Load Study (continued from page 4)

For felony and misdemeanor case types, all charges relating to one particular event should be filed as one cases, not as separate cases. In addition, each defendant should be given a separate and unique case number and not listed on the same case or as a subcase.

Based on the Clerical Weighted Workload model, the SWJIS monthly summary reporting forms for



juvenile and probate cases were modified by the State Judicial Records Committee to count for the new ways of counting cases.

If you would like additional information on the Clerical Weighted

Workload Study or have questions on the SWJIS reporting forms, please contact Pierrette Bentivegna at Pierrette_Bentivegna@osca.state.mo.us or (573)-751-4377.

Visitation and Custody Mediation Program Awards for FY 2003

The following eleven circuits received Visitation and Custody Mediation program awards for FY 2003: 17, 18, 21, 22, 23, 24, 27, 37, 43, 44, and 45. Funding for this program, which is now in its eighth year, was appropriated by the legislature to the Department of Social Services, Division of Child Support Enforcement (DCSE), to support family courts in the development of mediation services directed primarily toward Title IV-D eligible cases. A cooperative agreement between the Office of State Courts Administrator (OSCA) and DCSE authorizes OSCA to administer the funds for the judiciary in connection with this program.

Funds are provided so that courts can make mediation services available to help parents resolve problems relating to child custody and visitation. The goal of the program is to increase parental access, and therefore, increase the establishment and payment of child support.

Mediation services can be offered pre-dissolution and post-dissolution and include services for never-married parents. Funds may be provided for training mediators, reimbursing mediators for direct mediation services, hiring staff mediators, providing a parent education program, provided such a program is offered as a component of the mediation services, administrative services by program staff, staff development, and resources development.

Contact Norma Rahm at (573) 751-4377 or at Norma_Rahm@osca.state.mo.us for more information about this program.



Missouri Juvenile Justice Association (MJJA) Fall Conference Track on Drug Courts

All juvenile and family drug court practitioners, mark your calendars for October 23-25, 2002, to attend the Missouri Juvenile Justice Association fall conference at the Lodge of the Four Seasons.

A limited number of scholarships will be available for the conference if you register and attend the drug court track or the track on fetal alcohol syndrome/fetal alcohol effect. The scholarship application and instructions will be distributed with the MJJA Conference Brochure.

If you need additional information on this conference, please contact Julie Cole-Agee at (573) 636-6101 or Ann Wilson at (573) 526-8848.

U.S. Department of Justice Awards New Drug Court Implementation and Enhancement Grants

Implementation and enhancement grants from the U.S. Department of Justice, Drug Courts Program Office were announced last month. Only 94 drug courts across the country received grants; Missouri received seven of the 94. Drug Courts receiving adult implementation grants are Clark County, Clay County, Linn County, Stoddard County, and the 44th Judicial Circuit. St. Charles County received an implementation grant for the juvenile drug court and Dunklin County received an enhancement grant for their adult drug court. In all, the grants total \$2,628,333. Congratulations to all who received these grant awards!

Contact Ann Wilson at (573) 526-8848 or Ann_Wilson@osca.state.mo.us for more information.

Missouri to Pilot New Drug Court Curriculum

Missouri has been selected as a pilot site for testing a new curriculum developed through the National Drug Court Institute. Adult drug court team members will be invited to a training that will be held August 22-23, 2002, at the Office of State Courts Administrator. The training will aid drug court practitioners in finding ways to develop a funding base for their drug court program.

If you would like additional information on the training session, contact Ann Wilson at (573) 526-8848 or Ann_Wilson@osca.state.mo.us.

Who Is YOUR ADA Coordinator?

Who do you go to when you receive a request for an accommodation from someone who has a disability? Who handles complaints or grievances filed by someone who feels they are being discriminated against, on the basis of disability?

Title II of the Americans With Disabilities Act (ADA) requires that public entities with 50 or more employees designate a responsible employee and adopt grievance procedures. The ADA also requires that public entities provide information on Title II's requirements to applicants, participants, beneficiaries, and other interested persons. OSCA provides posters (and has more available) for courts to post advising the public of the services available. The name of your ADA Coordinator is to be included on the notice so the public is aware of who to contact for assistance.

If you don't know who your ADA Coordinator is, check with your supervisor and get prepared now before you get a request. Contact the Access to Justice Program at (573) 751-4377 for additional information.



Funding Opportunity for Domestic Relations Services and Programs

Funds are available to reimburse local judicial circuits for costs associated with the *implementation and creation* of programs applicable to domestic relations resolution cases. These programs may include, but are not limited to, education programs for parents and children, programs related to domestic violence, supervised visitation and exchange programs, and waiting areas for children in court facilities. Programs may be funded up to \$30,000 per year for a period of 24 months.

Request for Proposals (RFP) were sent in late August to Presiding Judges, Family Court Administrative Judges, and Family Court Administrators. Multiple proposals from a circuit may be submitted and awarded. Awards will be made according to the need for services, completeness of the proposal and are subject to the limits of the funds available through the Domestic Relations Resolution Fund.

The deadline for the submission of proposals is October 18, 2002. Awards will be made December 2, 2002 and funding will begin January 1, 2003. Contact Robert Bowers at (573) 522-6766 or Robert_Bowers@osca.state.mo.us for copies of the RFP.

Workload Study Results Released to Participating Circuits

In June 2002, the multi-county circuits participating in the Juvenile Workload Estimate received a six-month summary of their circuit's workload/case history. The report provides juvenile officers with a standardized procedure for estimating their need for additional deputy juvenile officers. The estimate is based on the average amount of time required for staff to screen and process both informal and formal juvenile delinquency and child abuse/neglect (CA/N) cases and to supervise youth assigned to probation according to their level of risk.

If you would like additional information, contact Salona Parker at (573) 522-3361 or Salona_Parker@osca.state.mo.us.

Statewide Regional Meetings for Juvenile Court Staff Planned for Fall

The OSCA Juvenile and Family Court Programs Division is holding statewide regional meetings with juvenile officers and deputy juvenile officers to discuss ongoing projects in the juvenile courts. The topics that are being addressed include juvenile offender classification, court improvement projects, alternative dispute resolution, drug courts, court security, serving individuals with disabilities and juvenile automation update. These meetings are informal discussions that offer juvenile court personnel the opportunity to ask questions or share concerns regarding juvenile court programs as well as to see how other circuits are operating.

To assemble a group of key personnel from across the state, it is requested that each circuit be represented by a juvenile officer and a maximum of three deputy juvenile officers.

If you have questions about the regional meetings, please contact Rick Morrissey at (573) 751-4377 or [Richard_Morrissey @osca.state.mo.us](mailto:Richard_Morrissey@osca.state.mo.us).

<u>Date</u>	<u>Location</u>	<u>Circuits</u>
September 10	Cape Girardeau Drury Lodge 104 S. Vantage Drive 573-334-7151	23, 24, 32, 33, 34, 35, 36, 42
November 7	Springfield Holiday Inn North 2720 N. Glenstone 417-865-8600	25, 26, 27, 28, 29, 30, 31, 37, 38, 39, 40, 44
November 14	Chillicothe Best Western 1020 S. Washington 660-646-0572	1, 2, 3, 4, 5, 8, 9, 10, 15, 41, 43
November 19	Columbia Ramada Inn Conference Center 1100 Vandiver Drive 573-449-0051	6, 7, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 22, 45

Training on the Missouri Juvenile Offender Risk & Needs Assessment and Classification System Nears Completion

Training on the Missouri Juvenile Offender Risk & Needs Assessment and Classification System continues. Of the 45 judicial circuits, 36 circuits have been trained. Circuits 1, 2, 9, 23, and 43 received training in July. The remaining circuits—7, 13, 16, and 21—will be trained by December 2002.

Once all circuits are trained, periodic quality assurance checks will be conducted to assess how well the classification system is being used by the circuits, and hopefully address any issues and/or concerns the users are having.

For more information on the System, please contact Rick McElfresh at (573) 522-8257 or Rick_McElfresh@osca.state.mo.us or contact Salona Parker at (573) 522-3361 or Salona_Parker@osca.state.mo.us.

What's a "GN-65"?

A GN-65 is an OSCA form used by the courts to request that OSCA pay or reimburse the fees and expenses of interpreters or auxiliary aids used in court proceedings. Limited funds are appropriated each year to pay for foreign language interpreters for criminal proceeding (Section 491.300, RSMo) and interpreters or auxiliary aids for a deaf or hard of hearing person who is a party, juror or witness in any civil, criminal, or juvenile court proceeding (Section 476.760.5, RSMo).

Submit the original invoice and the completed Request for Interpreter Payment/Reimbursement Form (OSCA GN-65) to OSCA. The GN-65 must be signed by the judge, certifying the charges as being reasonable and necessary. Forms with stamped or missing signatures or copied invoices rather than originals are returned to the submitting court for correction and payment is delayed.

For more information, please contact the OSCA Access to Justice Program at (573) 751-4377.

Telephone Interpreting Now Available: New State Contract with Language Line Services

A defendant is brought in for arraignment and you discover they speak Fukienese (a dialect widely spoken throughout the Taiwan area). Where do you find a Fukienese interpreter so as not to compromise their right to due process or the potential for injustice, if interpreting is inadequate? What's a court to do?

When a qualified interpreter cannot be in the courtroom for short proceedings (15 minutes or less), **Language Line Services (LLS)** is an excellent resource. **LLS** has interpreters in more than 140 languages available for over the phone interpretation 24 hours a day, seven days a week. All you need is a speaker phone and phone line in the courtroom. When services are needed, just dial a toll-free number, follow the prompts, and the interpreter will be connected to your call.



To find out more about this service or to receive your court's personal identification code needed to use **LLS**, contact the OSCA Access to Justice Program at (573) 751-4377.

Foreign Language Court Interpreter Certification Program

"If you are bilingual, you can interpret" is a popular myth. In reality, it is far from the truth. Many individuals grow up in bilingual homes, but do not have the intellectual skills, life experiences or broad base of knowledge necessary to interpret. Proficiency involves a high level mastery of two languages and specific performance skills in the simultaneous and consecutive modes of interpreting.

To be sure you are providing non-English speaking persons the ability to effectively communicate, encourage anyone you are using as an interpreter to participate in the Court Interpreter Certification Program offered in Jefferson City.

The next two-day **orientation** workshop covering ethics, court protocol, skillsbuilding and vocabulary for Spanish language interpreters is scheduled for **November 16 and 17, 2002**. Individuals who have completed the orientation may **test** on either **January 4 or 5, 2003**.

For additional information, contact the OSCA Access to Justice Program at (573) 751-4377 or check out Missouri Courts Information Center (MCIC), on your Lotus Notes, under Juvenile & Adult Court Programs, Access to Justice.

Breaking the Sound Barrier: Using the Telephone Relay Service

Individuals who are deaf, hard of hearing, or have a speech impairment often use a Text Telephone (TTY), sometimes called a TDD (Telecommunication Device for the Deaf), to communicate over the phone. A TTY allows them to type messages back and forth to another person instead of talking and listening.

Even when you don't have TTY, you can still call a person who uses a TTY to communicate. The Missouri Relay System was available for some time, but it required dialing an 11-digit, toll-free number. Now, by dialing **711** from anywhere in the United States, you reach the Telecommunications Relay Service (TRS).

When using TRS, a special operator types whatever you say so the person you are calling can read your words on his or her TTY display. He or she will type back a response, which the TRS operator will read aloud for you to hear over the phone. All calls made through TRS are kept confidential! No records are kept as the conversations are automatically erased from the computers after the end of the calls and operators agree to adhere to the confidentiality requirements by signing the code of ethics agreement. You are not billed for the service and it can be used on any system, including wireless.

If you are unable to get **711** access in your area, call the Federal Communications Commission Consumer Center at (888) 225-5322. For additional information, contact the Access to Justice Program at (573) 751-4377.

Perry Leaves Automation Committee

Effective July 1, 2002, Robert Perry resigned his long time role as chairman of the Missouri Court Automation Committee. The Committee celebrated his tenure of service at its July meeting. Perry was honored with several presentations including a plaque from the Supreme Court and a Resolution from the Missouri Legislature.

Perry's leadership was instrumental in building legislative support and understanding of the importance of the Missouri Court Automation Program. He guided the Program into an internationally recognized success. States as close as Kansas and countries as far away as Japan have researched and visited Missouri courts with a desire to emulate their success.

Since Perry accepted the Supreme Court's appointment as chairman, the Missouri Court Automation Program has selected statewide case



Mr. Robert Perry summarizes his tenure with the Missouri Court Automation Committee at the July 2002 meeting.

management and jury management software, constructed a statewide information network to support the security and communication needs of an automated judiciary, implemented the Justice Information System in the circuits courts of 67 counties, three Appellate Districts, the Fine Collection Center and the Missouri Supreme Court; implemented the Jury Management System in 67 counties, developed

and implemented Case.Net Internet access, and advanced the electronic transfer of information between partnering agencies including the Fine Collection Center and the Highway Patrol.

Although Perry has resigned from the Committee, he will remain involved with the Program in his continued position as the court administrator for Boone County.

Database to Assist Courts with Security

OSCA recently deployed a new Lotus Notes database for systems security issues in OSCA-supported courts. A link to the database, called *Security Requests*, has been sent to all Appointing Authorities, Chief Juvenile Officers, and anyone else appointed as the security point of contact for their court or office.

Starting in September, all security changes primarily when they are new or terminated, should be submitted using this new database.

It is designed to ensure that when a court requests an employee's security be changed that OSCA can verify the request and collect all of the information needed to complete it. Only authorized persons will be able to access the database to make requests.

If you believe you should have access to this database, but do not yet have it on your Lotus Notes workspace, please call Lora Mellies or Kristina Bolin at (573) 526-8310.



Judicial Department Education

www.osca.state.mo.us



Juvenile Education

Pat Colon Joins the Juvenile Detention Sub-Committee

Cape Girardeau County's Juvenile Detention Center Administrator, Pat Colon, has recently joined the Juvenile Education Committee's Detention Sub-Committee. Pat's years of experience and knowledge of good detention practice are a positive addition to the subcommittee. The Detention Subcommittee makes recommendations to the Juvenile Education Committee regarding training for detention personnel.

For more information, contact Sheila Barnett, Sheila_Barnett@osca.state.mo.us or by phone at (573) 526-8305.



OSCA's Juvenile Division Education Committee to Host a CyberCafe' at MJJA's Fall Conference

Ever searching for better, more timely and more effective ways to serve the juvenile officers and detention careworkers in Missouri, the Juvenile Education Committee will host a CyberCafe at MJJA's Fall Conference, October 23-25, 2002 at Lake of the Ozarks.

The CyberCafe will utilize OSCA's new mobile computer lab to provide conference attendees with access to personal e-mail and hands-on learning where they can become more familiar with Judicial Education Web Learning System (JEWELS), OSCA's on-line learning system. Currently, JEWELS contains more than 80 on-line web courses covering a variety of topics like sexual harassment, effective writing, and Windows 2000. The courses can be accessed via the Internet at court offices throughout the state, enabling staff to hone their professional skills as their schedule

permits. Another great feature of JEWELS is that it allows court staff to monitor and print their own professional development transcripts. Demonstrations on these applications and more will be given during breaks throughout the conference. For information on the CyberCafe contact Sheila Barnett, Sheila_Barnett@osca.state.mo.us or by phone at (573) 526-8305.

Upcoming Courses and Programs For Juvenile Officers and Detention Workers

August

- 19 Advocacy: Leading the Nation Toward Change (video-recording only)

September

- 16-20 Fundamental Skills for Good Probation Practice
18 Narcotics Investigative Techniques: An Integrated Approach (video-recording only)
30- 10/04 Fundamental Skills for Detention

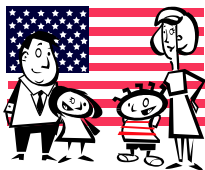
October

- 07-09 Officer Safety
16-18 MO. Conference on Child Abuse and Neglect (DFS Program)
23-25 MJJA Fall Conference (MJJA Program)

??Technology Trivia??

- ? What does JEWELS stand for?
- ? How many on-line courses are currently available through JEWELS?
- ? What's the fastest way to get a copy of your transcript?
- ? Where can you find the latest, most up-to-date information on courses available through OSCA?

(Answers are on page 17 under Education Technology)



Court Personnel to Present Programs at Missouri's Conference on Child Abuse and Neglect

Missouri court personnel will present two of the fifty educational sessions that will be offered to child abuse/neglect practitioners throughout the state at the October 16-18, 2002 conference which will be held at Tan-Tar-A.

"A View from the Bench: Child Protection Orders" will be presented Friday, October 18th. Panel discussants include Hon. Susan Block, Administrative Judge for the Family Court of St. Louis County, Commissioner John F. Payne, Family Court Commissioner with the 16th Judicial Circuit in Jackson County, and Hon. Thomas E. Mountjoy, Division 4 Circuit Judge/Juvenile Judge with the 31st Judicial Circuit in Greene County. The judicial-based program focuses on "best practices" and will include information on the new benchcards that have been approved for use in all of Missouri's juvenile and family courts. Panel members represent both rural and urban perspectives ensuring attendees receive a balanced view of child protection orders in Missouri.

The "nuts and bolts" of planning, implementing, and managing a family drug court will be discussed during the "Family Drug Courts" program that will be offered Friday, October 18th. A panel of expert practitioners will facilitate the program. Panel members include Ann Wilson, Alcohol and Drug Abuse Coordinator for OSCA, Commissioner Jane B. Geiler, Drug Court Commissioner for the 22nd Judicial Circuit in St. Louis City, and Commissioner Molly Merrigan, Family Court Commissioner for the 16th Judicial Circuit in Jackson County. The faculty will provide participants with a wealth of resources and experiential knowledge that will assist those who are considering implementing a family drug court program.

For more information contact conference planning committee member Sheila Barnett, at (573) 526-8305 or Sheila_Barnett@osca.state.mo.us

Appellate Court Education

New Law Clerk And Writing Programs

The Appellate Court Education Committee is pleased to offer New Law Clerk Orientation and Advanced Appellate Legal Writing.

The three-hour CLE New Law Clerk Orientation will be offered Monday afternoon August 26, 2002. Faculty for New Law Clerk Orientation will include Bill L. Thompson, Counsel, Supreme Court; Terence Lord, Clerk of the Court, Western District; Craig A. Smith, Counsel, Southern District; Joy I. Hannel, Counsel, Eastern District; and Doug Bader, Court Administrator, Eastern District.

Topics will include: "Court Organization," "Getting Started On The Case," "Deciding The Case," and "Clerk Behavior."

Advanced Appellate Legal Writing, a six-hour CLE class, will be offered Tuesday August 27, 2002. The Appellate Court Education Committee welcomes Professor Timothy P. Terrell, a nationally recognized expert in legal writing.

Professor Terrell is a Professor of Law at Emory University School of Law, where he teaches and writes principally in the areas of property law, legal ethics, and jurisprudence. Professor Terrell has conducted numerous seminars on Writing, Ethics and Professionalism. He is the author of the popular text on legal writing, *Thinking Like A Writer*. Additionally, he has developed three videotape instructional programs: *Criminal Justice*, *Legal Staff Office Personnel* and *Health Care & The Practice of Law*.

For information please contact either Joyce Weber, Division Secretary, (573) 526-8844 or Joyce_Weber@osca.state.mo.us or Patricia Crockett, Education Program Specialist, (573) 522-1392 or Patricia_Crockett@osca.state.mo.us.

Education Course Catalog Online

The Judicial Department Education (JDE) Course Catalog that is now located on the Judicial Education home page. From the Missouri Judiciary home page, click on the Office of State Courts link and then on the Judicial Education link in the upper right hand corner. Scroll down to the bottom of the page and click on "JDE Course Catalog" icon and look through 30 pages of course titles and descriptions.

For more information, contact Joe Silsby, (573) 526-7949 or Joe_Silsby@osca.state.mo.us

Municipal Judge Education

2002 Fall Municipal Judge Educational Seminar

Dates and Locations

September 27	Cape Girardeau	Drury Lodge
October 4	Springfield	Holiday Inn North
October 11	Columbia	Peach Tree Center
October 18	Kansas City	Adams Pointe
October 25	St. Louis	Sheraton West Port

Municipal Judge Fall Programs

The Municipal Judge Fall Seminars will begin on Friday September 27, 2002 at the Drury Lodge in Cape Girardeau. The five-hour CLE seminars will offer sessions on sentencing, including private probation and community service, as well as education programs on case law and statutory update, judicial independence, and case file management.

The seminars are designed to facilitate the judges' schedule. Located in various cities with beginning and ending times that allow a drive-in, drive-out day and lunch provided on site, the seminars offer an excellent opportunity to acquire five CLE credits at no charge.

For information please contact either Joyce Weber, Division Secretary, (573) 526-8844 or Joyce_Weber@osca.state.mo.us or Patricia Crockett, Education Program Specialist, (573) 522-1392 or Patricia_Crockett@osca.state.mo.us.

Tuition Reimbursement Program Remains A Benefit for Judiciary

The Commission for Judicial Education has unanimously voted to keep the Tuition Reimbursement Program available to judicial personnel. Even with substantial reductions to the education budget, the Commission responded to recent inquiries into whether or not this program would remain in tact for FY03 by stating that they will continue to support offering this benefit for the current fiscal year.

If you are interested in learning more about tuition reimbursement, you can access the policy and forms through the Missouri Courts Information Center of Lotus Notes, or the Judicial Education Web page.

For more information, contact Mary Brennell, (573) 522-8228, or Mary_Brennell@osca.state.mo.us.



Trial Judge Education

Presiding Judges Meeting

The Presiding Judges will meet again this year on Wednesday, September 11, 2002 at the Westin Crown Center in Kansas City. Mr. John Greacen, former Court Administrator of New Mexico, will address the judges on future trends such as aging populations, ethnic diversity, demands for increased accountability, advances in technology and how they will affect the courts.

For more information concerning the September Presiding Judges' meeting, contact Geri Rudolph, Division Secretary, at (573) 751-4377 or Geri_Rudolph@osca.state.mo.us.

2002 Judicial Colleges

Aug. 5-9 – Lodge of the Four Seasons, Lake Ozark
Oct. 28-Nov. 1– Fairmont at the Plaza, Kansas City

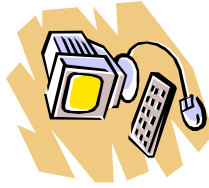
Over 360 judges and commissioners are expected to attend the 2002 Judicial Colleges. Afternoon program enrollment forms for both the Summer and Fall colleges were sent out in mid June. Participants can choose from presentations on election laws, evidence of other crimes, post conviction motions for DNA testing, contempt in child support cases, balancing the rights in adult abuse cases, Missouri CASA program, accessing DMH services in juvenile proceedings, as well as legal updates and other trends.

The Trial Judge Education Committee and the Missouri Bar have worked hard to develop this year's feature topic "Civility in Court Proceedings." The Wednesday program will include a morning presentation by Dr. Brian Polansky, professional communications expert and consultant, with remarks by Chief Justice Stephen N. Limbaugh Jr., Supreme Court of Missouri and Ms. Theresa Levings, President of the Missouri Bar. An afternoon workshop on maintaining civil behavior during litigation will continue to explore the topic using case studies and a panel of lawyers representing the Missouri Bar, trial judges, and other professionals.

For more information concerning the 2002 Colleges contact Garnett Matthews-Campbell, Judge Education Coordinator, at (573) 522-8227 or Garnett_Matthews-Campbell@osca.state.mo.us.

Literature and the Law 2002

The 2002 Literature and the Law seminars scheduled for mid November 2002 have been cancelled.



Education Technology

Handbooks and Benchbooks now available electronically

We are pleased to announce that the

Municipal Judge Bench Book, the Juvenile Officer's Hand Book and Certified Court Reporter's Continuing Education Policy and Procedure Manual are now available on the Judicial Education Web Page in their corresponding categories.

Additionally, court reporters can find Supreme Court Rule 14, Curriculum Guideline Forms, Missouri Revised Statutes and Chapter485 on the web page.

For more information, contact Karen Hiatte, (573) 522-1389 or Karen_Hiatte@osca.state.mo.us.

will be awarded for this seminar.

Class participants will be shuttled to and from the parking lot of the Fairfield Inn to the Law School. The shuttle is being provided as a service to reduce on-campus parking problems for the 60 attendees.

For information please contact either Joyce Weber, Division Secretary, (573) 526-8844 or Joyce_Weber@osca.state.mo.us or Patricia Crockett, Education Program Specialist, (573) 522-1392 or Patricia_Crockett@osca.state.mo.us.

Court Clerk Education

Exciting Line Up for Fall Clerk College

When Cheryl Whitmarsh, Chair of the Court Clerk Education Committee, learned that Judge Moore may be persuaded to come to Missouri, she said to drop all other possible speakers and focus only on getting Judge Moore. And focus we did: The Honorable Stephen Moore, a municipal court judge from Washington State, will present the keynote on Ethics for Judicial Court Staff at the opening plenary session of the Fall 2002 Court Clerk College, October 16-18, at the Adams Pointe Conference Center in Blue Springs.

In addition to Judge Moore, there are topics for every background and interest from a full-day course on Sound Recording Education to a short course on Understanding Appellate Case Processing. Other programs include, but are not limited to, Understanding Juvenile Case Processing, Cultural Pluralism, Domestic Terrorism, Supervisor's Colloquy, Time Management, Customer Service, Word Documents on JIS, and future trends in the ever popular Call for Projects. In this time of frozen salaries, there will even be a course on Personal Financial Planning.

If you are unable to attend the Fall College, don't dismay! We will be offering the same great programs at the Spring College, April 30-May 2, 2003, at the Lodge of the Four Seasons in Lake Ozark.

Registration will be sent 4-6 weeks prior to each of the colleges, so register early for this exciting program!

For more information on the colleges or clerk education, contact Joe Silsby, (573) 526-7949 or Joe_Silsby@osca.state.mo.us or Dana Lueckenotte, (573) 522-8232 or Dana_Lueckenotte@osca.state.mo.us.

Answers to Technology Trivia Questions:

- ✓ **JEWELS—Judicial Education Web Learning System**
- ✓ **There are currently over 230 courses available through JEWELS!**
- ✓ **Through JEWELS!**
- ✓ **Through JEWELS!**

Want to learn more about JEWELS? Check it out!

Go to: www.osca.state.mo.us

Click on Office of State Courts Administrator

Click on Judicial Education

Click on JEWELS and go!

Court Reporter Education

Fall Program On Forensics

The Court Reporter Education Committee and the University of Missouri School of Law will host the court reporter seminar, "Forensics & Court Reporters," October 29th and 30th. This 10-hour CEU seminar will include sessions on Crime Scene Evidence, Ballistics, Pathology/Anatomy, Toxicology, Anthropology/Dentistry, Medical Terminology, and DUI/ Breathalyzer.

To receive CEU credit, the student court reporter must attend all ten hours. No partial credit

August

- 22 Court Clerk Legislative Update – Cape Girardeau
- 23 Juvenile Information Governance Commission Meeting
- 23 Court Clerk Legislative Update - Wentzville
- 23 Municipal Judge Education Committee Meeting
- 23 Child Abuse/Neglect Standards Subcommittee Meeting
- 26 New Law Clerk Orientation – Lake Ozark
- 27 Supervision Foundations I
- 27 Appellate Writing Seminar
- 28 Supervision Foundations II
- 28 A Collaborative Approach to Staff Recruitment and Retention

September

- 03 National Training and Technical Assistance Program for Tribal Youth Program Grantees, American Indian
- 03 Presentation System Certification Class
- 04-06 New Clerk Orientation – Jefferson City
- 05 Supervision Foundations I
- 06 Supervision Foundations II
- 06 Missouri Court Automation Committee Meeting
- 10 Juvenile Officer Regional Meeting
- 11 Presiding Judges' Fall Meeting
- 11 Appellate Court Education Committee Meeting
- 11-13 Judicial Conference – Kansas City
- 12 Effective Leader Manager
- 12 Missouri Juvenile Justice Information Sharing Workgroup
- 12 Circuit Court Budget Committee
- 12 Court Reporter Education Committee Meeting
- 13 "Personality and Professionalism" for Court Reporters
- 13 Project Management
- 16-20 Fundamental Skills for Good Probation Practice
- 17 Legal Issues for Supervisors
- 18 Performance Appraisals/Discipline
- 18 Juvenile Court Improvement Project
- 20 Family Court Committee Meeting
- 26-27 Court Clerk Education Committee Planning Meeting
- 27 Juvenile Information Governance Commission Meeting
- 27 Fall 2002 Municipal Judge Seminar – Cape Girardeau
- 30-Oct. 04 Fundamental Skills – Detention

October

- 03 Orienting and Training New Employees
- 03 Juvenile and Family Court Case Management Task Team
- 03-04 Alternative Dispute Resolution Commission Meeting
- 04 Fall 2002 Municipal Judge Seminar - Springfield
- 04 Legal Issues for Supervisors
- 04 Child Abuse/Neglect Standards Subcommittee Meeting
- 07-09 Officer Safety Program
- 10 Systematic Decision Making
- 11 Fall 2002 Municipal Judge Seminar - Columbia
- 11-22 How Effective Leaders Communicate
- 15 Orientation and Training New Employees
- 16-18 Fall Court Clerk College
- 18 Fall 2002 Municipal Judge Seminar – Kansas City
- 18 Trial Judge Education Committee Meeting - VTC
- 18 State Judicial Records Committee Meeting
- 22 Dynamic Communication
- 24 Missouri Juvenile Justice Information Sharing Workgroup Meeting
- 25 Fall 2002 Municipal Judge Seminar – St. Peters
- 25 Family Court Committee Meeting
- 28-Nov. 01 Fall 2002 Judicial College – Kansas City
- 29-30 "Forensics and the Law" Seminar

November

- 03 Presentation System Certification Class
- 07 Performance Appraisals/Discipline
- 07 Conflict Resolution
- 07 Juvenile Officer Regional Meeting
- 07 Change Control Committee Meeting
- 07 Case Management Installation Planning Committee Meeting
- 08 Juvenile Information Governance Commission Meeting
- 08 Priority #1: Customer Service
- 14 Motivating Today's Workforce
- 14 Juvenile Officer Regional Meeting
- 15 Thriving in Change
- 15 Court Reporter Education Committee Meeting
- 15 Alternative Dispute Resolution Commission Meeting
- 19 Court Clerk Education Committee Meeting
- 19 Juvenile Officer Regional Meeting
- 20 Juvenile Court Improvement Project Steering Committee Meeting